

**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Chapter 7	Number 12	Effective Date 07/02/09	Review Date 2012
Subject HIGH-RISK OPERATIONS			☐ New Order ☒ Replaces G.O. 7-12 (05/16/06)
References CALEA 43.1.5 VLEPSC OPR.03.03, OPR.03.05, OPR.06.01 G.O. 1-6			
 _____ Chief of Police or Designee		07/02/09 _____ Date	

I. PURPOSE

The purpose of this directive is to provide Richmond Police Department personnel with guidelines for planning and executing high-risk operations.

II. POLICY

It is the policy of the Richmond Police Department to maximize officer safety, minimize negative community impact and assure compliance with all applicable constitutional requirements while conducting high-risk operations to include executing search warrants, conducting undercover operations and working with informants. It is incumbent upon all supervisors to notify the SWAT Team Commander in any high-risk operation where the propensity of violence exceeds the level of training and equipment possessed by their personnel.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this general order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

IV. DEFINITIONS

HIGH-RISK OPERATION (for the purpose of this directive) – Search warrants, controlled drug purchases, drug reversals, decoy operations or any other operation that involves any police officer working in an undercover capacity or an informant working under the direction and control of a member of the Richmond Police Department.

V. PROCEDURE

A. Planning:

It is incumbent upon all personnel of the Richmond Police Department to ensure the safety of officers and of civilians acting in the capacity as informants. The following must be completed on any high-risk operation except as directed by the Precinct Commander or **OIC of *Special Investigation* Division (SID)**.

1. The Richmond Police Department Operational Plan:

This plan must be approved by a supervisor and it must include provisions for the following:

- a) Familiarizing officers with the objective and details of the operation, the neighborhood or target area;
 - b) Determining operational procedures for observation, arrests, surveillance and high-risk entries;
 - c) Providing relief, backup security and perimeter protection for officers;
 - d) Supplying officers with false identities, disguises and necessary credentials;
 - e) Maintaining overall confidentiality and cover;
 - f) Designating a single person as supervisor and coordinator;
 - g) Searching for and seizing evidence and/or contraband;
 - h) Requesting medical assistance; and,
 - i) Maintaining constant radio communications capability.
2. Maps and/or diagrams of the target location;
 3. Photographs of targets (if available); **and,**
 4. Operational briefing – A supervisor ***and all personnel involved in the operation*** must be present.

B. Execution of a Search Warrant:

1. A ***SID supervisor*** must be notified of all search warrants prior to their execution.
2. During weekends and during evenings and night hours, the site supervisor must notify the ***Area*** Watch Commander ***and/or Night Supervisor*** before the execution of the search warrant.
3. A supervisor must be present during the execution of the search warrant and during the search of the premises.

4. Entry team members must complete raid training approved by the **OIC** of the Richmond Police Department Training **Division** and adhere to the standards set forth in the training.
5. Ballistic shields shall be used unless the site supervisor deems **their** use unnecessary. These shields can only be used by personnel who have successfully completed the Department's Shield Qualification Course.
6. Participants must wear Department-issued body armor.
7. Participants must wear Department-issued police placards and/or police uniforms.

Exception: Any search warrant served at a financial institution by the **Financial and Technology Crimes Unit** is exempt from high-risk procedures.

C. Undercover Police Officers:

1. Any use of a police officer in an undercover capacity must have the approval from the **OIC** of **SID** or designee and the officer must be equipped with an audio-monitoring device under the direction of the Technical Assistance Team and when circumstances allow, videotaping should occur.
2. The **OIC of SID** or designee must authorize any use of false identifications or credentials for undercover officers.

D. Informants working under the direct control of a member of the Richmond Police Department must use an audio-monitoring device under the direction of the Technical Assistance Team.

E. For safety concerns, only the **OIC** of **SID** or designee may approve an operation without the use of audio-monitoring devices.

VI. **ROLES AND ACCOUNTABILITY**

A. ***Site Supervisor shall:***

1. ***Approve operational plans for high-risk operations;***
2. ***Notify the Area Watch Commander and/or Night Supervisor before executing search warrants;***
3. ***Be present during the execution of a search warrant and search of the premises; and,***
4. ***Determine the necessity of the use of ballistic shields during an operation.***

B. ***Entry Team Officers shall:***

1. ***Complete approved raid training; and,***
2. ***Comply with proper attire and equipment directives.***

C. Undercover officers shall:

Be equipped with audio-monitoring devices during operation.

D. OIC of SID shall:

- 1. Authorize the use of undercover officers for an operation;*
- 2. Authorize any use of false identifications or credentials for undercover officers;
and,*
- 3. Approve the operation without the use of audio-monitoring devices, if applicable.*

E. Technical Assistance Team shall:

Direct the use of audio-monitoring devices by undercover officers and/or informants.